

SPECIAL ASSISTANT TO COUNTY ATTORNEY

DISTINGUISHING FEATURES OF THE CLASS: This is difficult work of a moderately complex secretarial and clerical nature, involving a number of special administrative duties, including confidential research. Such research duties often relate to special, high priority projects requiring an exceptionally close working relationship with the County Attorney, who must be able to trust and rely on this employee. Incumbent is responsible for assisting with preparation and processing of confidential legal documents, including but not limited to petitions, court orders, briefs and opinions. The work is performed under general supervision in accordance with specific policies and objectives, but permits the exercise of considerable independent judgment as appropriate. Supervision may be exercised over a small number of employees. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Makes appointments for superior and generally relieves him of office routine;  
Maintains confidential and regular correspondence files;  
Coordinates work activities and assists with routine administrative or technical functions;  
Answers confidential correspondence independently and composes letters for official signature;  
Prepares or coordinates the preparation of a variety of reports and statistical data;  
Reviews accounts, reports and other documents for completeness, accuracy and conformity with established procedures;  
Operates computers, printers, calculators, copiers, adding machines and/or other office machines;  
Types, sorts and files correspondence, forms, reports and other material;  
Performs limited legal research for the County Attorney as directed;  
Assists with preparation of legal documents and processes them in accordance with prescribed procedures;  
Assists with preparation and processing of petitions and orders;  
Assists in the preparation of tax foreclosure proceedings and bar claim proceedings;  
Assists in the preparation of deeds, notices, tax sales and closings;  
May type from copy, drafts, computations, Dictaphone records, etc.;  
May supervise the maintenance of office records, including professional or general libraries;  
May schedule personnel and arrange for substitutes when necessary;  
Performs a variety of related activities as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES & PERSONAL

CHARACTERISTICS: Thorough knowledge of office terminology, procedures and equipment; good knowledge of business arithmetic and English; working knowledge of office management; knowledge of the methods and techniques of legal research; knowledge of legal instruments and documents; knowledge of legal terminology; ability to conduct research; ability to prepare correspondence, reports and other materials from general instructions; ability to carry out complex oral and written instructions; ability to express ideas clearly and effectively, both

orally and in writing; ability to exercise independent judgment;  
ability to establish and maintain effective working relationships.

*Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.*

MINIMUM QUALIFICATIONS:

Qualifications determined by the County Attorney.